



Town of Walpole
Commonwealth of Massachusetts

PERSONNEL BOARD

Michael McGrath, Chair
Julie Lowre, Vice-Chair
Shannon McCarthy
Jon Rockwood

Town Hall
135 School Street
Walpole, MA 02081
Phone (508)-660-7292

MINUTES OF September 14, 2021

The Personnel Board met on Tuesday, September 14, 2021 beginning at 6:00pm via Zoom. The following members were present:

Michael McGrath, Chair
Julie Lowre, Vice Chair
Shannon McCarthy

Jon Rockwood – Not present

Also Present:

Patrick Shield, Assistant Town Administrator
Kristine Brown, Benefits Coordinator

Agenda Items:

CALL TO ORDER:

Chair Mike McGrath called the Personnel Board meeting to order at 6:04 pm

Board Reorganization:

Motion moved by Julie Lowre to nominate Mike McGrath as Chair of the Personnel Board, seconded by Shannon McCarthy

Roll call vote:

Julie Lowre: YES
Shannon McCarthy: YES
Michael McGrath: YES

Vote 3-0-0 in favor for Michael McGrath to be chair.

Motion moved by Michael McGrath to nominate Julie Lowre as Vice Chair of the Personnel Board, seconded by Shannon McCarthy

Roll call vote:

Julie Lowre: YES

Shannon McCarthy: YES
Michael McGrath: YES

Vote 3-0-0 in favor for Julie Lowre to be Vice Chair.

APPROVAL OF PERSONNEL ACTION REQUESTS:

The Board had no questions regarding the PAR's

Motion moved by Julie Lowre to approve the PAR's, seconded by Mike McGrath

Roll call vote:

Michael McGrath: YES
Julie Lowre: YES
Shannon McCarthy: YES

Vote 3-0-0 Approved

REVIEW AND APPROVE ASST. CHILDREN'S LIBRARIAN JOB DESCRIPTION:

Assistant Administrator Patrick Shield explained that this position became vacant when Leslie Loomis retired. Library Director, Sal Genovese made some revisions to the job description to reflect what his expectation are for the position. The language has been updated to make the position geared towards Young Adults. The position was filled in the summer.

Mike & Julie both stated that they looked over the description. They didn't have any questions & thought it looked great.

Shannon wanted to know if the Board typically reviews job descriptions before or after they have been filled.

Patrick mentioned that the Board has not met since May. As a matter of practice we do not like to change descriptions before we fill them. In this particular situation due to the timing, we did.

Shannon thought it looked fine and had no further questions.

Motion moved by Julie Lowre to approve the updated job description for the Assistant Children's Librarian position, seconded by Shannon McCarthy

Roll call vote:

Michael McGrath: YES
Julie Lowre: YES
Shannon McCarthy: YES

Vote 3-0-0 Approved

UPDATE FROM TOWN ADMINISTRATION:

Patrick wanted to bring attention to the retirements that were on the PAR list: Pamala Spence, Board of Assessors; Leslie Loomis, Library; John Hamilton Firefighter & Tim Songin, Police all retired from the Town of Walpole after many decades of service to the Town, we want to thank them for their service.

Every three years the Town does a wage survey for our non-union personnel. This is one of the responsibilities that are outlined for the Personnel Board in the Personnel By-laws. The Personnel Board needs to make sure the wage schedule remains fair & equitable so we can attract and obtain talented employees. The last time we did this was in 2018. We are contracting with a company called HR GovUSA. I wanted to let the Board know that we will be starting with them this month. Once complete we will present the findings to this Board. We wanted to do this in time for the Personnel Board to make any adjustments, if needed to the salary schedule for Spring Town Meeting.

MINUTES:

a. Approval of Minutes from May 11, 2021

Motion moved by Julie Lowre to approve the May 11, 2021 meeting minutes as written, seconded by Mike McGrath

Roll call vote:

Mike McGrath: YES

Julie Lowre: YES

Shannon McCarthy: YES

Vote 3-0-0 Approved

ADJOURNMENT:

With there being nothing else to discuss

Motion moved by Julie Lowre to adjourn the Personnel Board meeting at 6:21pm, seconded by Shannon McCarthy.

Roll call vote:

Mike McGrath: YES

Julie Lowre: YES

Shannon McCarthy: YES

Vote 3-0-0 Approved

Respectfully submitted,

Kristine Brown

Minutes approved on: November 16, 2021